



Division of Developmental Disabilities Services

Assistance with Self Administration of Medication Guidelines

In order to assist an individual being supported by the Division of Developmental Disabilities Services (DDDS) with their medication(s), staff must successfully complete all sections of the DDDS Assistance with Self Administration of Medications (AWSAM) Program. All newly hired staff must complete the two day class with the required supervised field medication pass observations. Thereafter, successful completion of the recertification class is required annually.

There will be handouts distributed to all trainees no more than seven (7) days prior to his/her scheduled two day or recertification class. The handouts are not to be present when completing the College of Direct Support AWSAM Module. The trainee must provide a picture identification to participate in any of the AWSAM classes.

Two Day Class with Supervised Field Medication Pass Observations

Day One

Day one will consist of classroom instruction with a registered nurse who has been approved by the Delaware Board of Nursing as an AWSAM instructor. An overview of medication safety, transcription of practitioners' orders, medical appointments, along with other pertinent information for the safe assistance with self administration of medications will be included. The classroom instruction will include instruction of oral, optic (eye), topical, otic (ear), and rectal routes of administration along with a return demonstration by the participants. The participants must correctly complete the return demonstrations to successfully move on to day two.

Day One and Day Two must be completed on consecutive days.

Day Two

(This will be in a proctored setting and all lessons shall be completed during one session. There will be no electronic devices permitted in the area when completing these lessons. The proctor must be in a supervisory position within the agency.)

Participants will complete the seven (7) medication lessons within the College of Direct Support. The DDDS AWSAM Program requires participants to complete a test following each lesson with a proficiency of 80% or better. If a participant fails any module, they may retake the lesson one (1) time.

Failure to successfully complete these requirements will result in the participant having to retake the two day course. If the participant fails a second time, he/she will not be permitted to assist any individual with medications. The participant may retake the two day course after six (6) months with recommendations from his/her supervisor that he/she is prepared to retake the course.

Supervised Field Medication Pass Observations

Participants must successfully complete 10 observed medication passes in the field after the successful completion of Day One and Day Two.

The observed field medication passes are designed to give a trainee the opportunity to practice the application of the information that they have learned in the classroom. The field pass is an exercise for the trainee and it serves as an opportunity for the authorized observer to share his/her knowledge and expertise with the trainee. In order for this process to be effective, it requires feedback from the authorized observer and verbal cueing from the trainee. The trainee should state each step out loud as it is being performed. This will assist in committing the steps to memory and also in ensuring that all steps are followed according to procedures.

The authorized observer's signature on the medication pass checklist declares that the process occurred correctly. If it is determined that an error occurred during this process, the authorized observer doing the observation will be held equally accountable as the trainee for the medication error. Therefore, it is imperative that all involved understand the seriousness of this process. In some instances, errors can be considered neglect and could result in a criminal investigation, charges and/or fines. Inadequate supervision during the assistance with medications can result in the loss of life. It is important that everyone participating in this process use caution and care.

A medication pass is defined as assistance that is provided during one medication assistance time. The number of individuals for whom assistance is provided or the number of sites in which assistance is provided is irrelevant. A trainee can only receive credit for the completion of one medication pass per medication assistance time (no exceptions). This observation will constitute a single medication pass. Successful completion of 10 supervised field medication passes is required. Remember, the purpose of supervised passes is to help the trainee become familiar with the entire medication program, from start to finish.

For example, a 3 – 11 shift with “PM” and “HS” medication assistance times would provide the opportunity for 2 observations to be completed. A successful field medication pass must include correct execution of the steps, proper documentation and adequate follow-up. Field Medication passes must be completed within 60 days of the course work (Days 1 and 2) or the trainee will have to repeat the basic AWSAM course.

Upon the successful completion of 10 supervised field medication passes the trainee will obtain an authorization (final voucher) from their Agency's designee to assist with medications without direct supervision. The Agency is responsible for ensuring that there is a system in place to monitor the on-going performance and supervision of the field medication passes occurring in all of its programs.

The DDDS Office of Quality Improvement will confirm that all vouchers (classroom, College of Direct Support, and practicum) are present during audits, as evidence of the authorization to assist without direct supervision during the assistance with medications.

Authorized Observers:

In order to be authorized to observe during a field medication pass and sign the supporting documentation, one of the following provisions must be met. It should not be rushed or done haphazardly.

- I. The Observer is an employee with the Division of Developmental Disabilities Services (DDDS) or a DDDS contractor with a minimum of 2 (two) years of experience. These individuals shall have no history of medication errors over the past 2 years and shall have a current voucher from the Assistance with Self Administration of Medication class; or
- II. The Observer is a supervisor with DDDS or a DDDS contractor, at least at a Program Manager or Program Coordinator level with a minimum of 6 (six) months of experience. These individuals shall also possess a current voucher in the Assistance with Self Administration of Medication Class; or
- III. The Observer currently holds a valid state of Delaware Nursing license, has attended the two day Assistance with Self Administration of Medication class through DDDS, and has worked within the DDDS system for a minimum of 3 (three) months.

Recertification:

(This will be in a proctored setting and all lessons shall be completed during one setting. There will be no electronic devices permitted in the area when completing these modules. The proctor must be in a supervisory position within the Agency.)

Participants will complete the seven (7) medications lessons within the College of Direct Support. The DDDS AWSAM Program requires participants to complete a test following each lesson with a proficiency of 80% or better. If a participant fails any lesson, they can retake the lesson one (1) time.

If a participant fails a second time, they will then be required to attend the two day class (excluding the supervised medication passes). If the participant then fails the two day class, he/she will not be permitted to assist any individual with medications. The participant may retake the two day course after six (6) months with recommendations from his/her supervisor that he/she is prepared to retake the course.

Direct Support Professionals shall be scheduled to complete recertification every eleven (11) months. This will allow time to retake any requirement(s) that the candidate did not successfully complete during the first attempt before his/her AWSAM authorization expires.

DOCUMENTATION:

All Agencies will maintain the voucher for the coursework, the practicum review sheet and the Agency authorization as evidence of compliance with the Delaware AWSAM Program.